

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: CRIMINAL JUSTICE

DATE: JULY 26, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS BENTLEY
KENNY
STRAINER
MONROE
DICKINSON
VANSELOW
MASON

ROBERT IUSI, DIRECTOR OF THE PROBATION DEPARTMENT
ADAM STEPHENSON, PROBATION SUPERVISOR
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
AMY BARTLETT, FIRST ASSISTANT COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS LOEB
SOKOL
TAYLOR
MORGAN MULLER, INTERN, COUNTY ATTORNEY'S OFFICE
JON ALEXANDER, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Criminal Justice Committee to order at 9:30 a.m.

Motion was made by Mr. Mason, seconded by Mr. Strainer, and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Robert Iusi, Director of the Probation Department, who distributed copies of the agenda to the Committee member; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Iusi requested authorization to create a new position of Probation Assistant (Part-Time), annual salary of \$14,505, Grade 7, by deleting the vacant position of Senior Typist (Part-Time), annual salary of \$12,672, Grade 4, and to fill the vacant position of Probation Assistant (Part-Time) due to creation. He explained the Department had previously had a Senior Typist position which completed all of the clerical work, but noted last year the position had been reclassified as a Part-Time position following a retirement. He added the position had been vacant for some time and was filled by temporary employees. He advised most of the Probation Officers completed their own clerical work as the majority was completed using the automated case load management system. He stated the Part-time Probation Assistant position could complete some clerical work but could also complete drug tests, DNA tests, custody investigations, home visits, etc. He commented the difference in salary was an increase of approximately \$1,800 per year and the duties for the position had been submitted to the Personnel Office. He noted the funding for this position was available within the budget. Mr. Vanselow asked if the Department was prepared to fill the vacancy at this time and Mr. Iusi replied they were awaiting the results of a Civil Service Examination which had been given in June.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to approve the request to create and fill the vacant position of Probation Assistant (Part-Time) as outlined above and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Iusi requested a transfer of funds in the amount of \$500 from the Probation-Day Reporting Supplies code (A.3144 410) to the Probation-Office Equipment code (A.3140 220) to reflect the

purchase of a shredder for the Juvenile Department and a small safe for Restitution deposits. He said the purpose of the safe was to have a location to safely store the deposits made by defendants required to make restitutions until they could be deposited into the bank. He advised they were in the process of revising the Restitution Policy which had been reviewed by the County Treasurer's Office. One of the issues which had been cited, he continued, was the Department's lack of a secure location for the Restitution deposits which were previously retained in a cabinet until they were deposited. He informed that Buildings & Grounds staff would assist by expanding one of the office cabinets in order to recess and secure the safe.

Motion was made Mr. Dickinson and seconded by Mr. Monroe to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee.

Mr. Monroe asked the amount of money in question and Mr. Iusi replied Restitutions ranged from \$20 to \$5,000 and were paid in the form of Money Orders and not cash. Mr. Strainer asked why the Money Orders were not deposited daily and Mr. Iusi replied the Department did not have a dedicated Restitution Clerk and the duties were performed by a Senior Account Clerk who made deposits on Mondays, Wednesdays and Fridays. Mr. Strainer questioned the process and Mr. Iusi informed the defendants paid Restitution to the Probation Department for victims of crimes and the Probation Department recorded and deposited the funds prior to issuing checks to the victims. He noted custody fees were also collected and were deposited with the Treasurer's Office. He added DWI (Driving While Intoxicated) supervision fees were also collected and were mainly paid in cash since the amounts were low. A brief discussion ensued.

Mr. Bentley called the question and the motion was carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Iusi requested authorization for Adam Stephenson, Probation Supervisor; Amy Secor, Probation Officer; and himself to attend the New York State Probation Officers Association Conference on August 6-7, 2013 in Albany, New York. He said the Department had been awarded three scholarships from the State Division of Probation to cover the cost of the Conference. He added the only expense to the County would be the use of a County Fleet vehicle and fuel.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mr. Iusi informed of a recent change in the Alternative Sentencing Program and noted that Lori Donohue, Director of the Office of Community Services had recently retired and was replaced by the new Director, Jennifer Bird.

There being no further business to come before the Criminal Justice Committee, on motion made by Mr. Dickinson and seconded by Mr. Strainer, Mr. Bentley adjourned the meeting at 9:39 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist